

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **PUBLIC HEALTH EDUCATOR II**

Jurisdictional Class: **Competitive**
Date Adopted: **12/18/06**
Date Revised:
Jurisdictions: **County**
Union Status: **CSEA**
Pay Grade: **18**

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for overseeing and participating in the daily operations of county public health education programs geared towards disease prevention and/or wellness. The incumbent is responsible for performing needs assessment, program planning, development, implementation and evaluation, grant writing, contractual consultation and information and referral. Work is performed under the general supervision of higher-level administrators with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Interviews and makes hiring recommendations regarding contractual staff;
May assist in drafting contracts for public health education services and equipment;
Administers public health education grants by researching available sources, developing and managing grants and submitting action plans, providing budget justifications and other reporting requirements;
Meets with county agencies to plan and implement health education, develop program protocols and discuss contracts with outside agencies and service providers;
Collects data, conducts studies and surveys and participates in compiling and writing the county's Community Health Assessment and Municipal Health Services Plan;
Assists in the preparation of the statistical evaluation of public health programs and in budget preparations;

WHEN WORKING IN HEALTH EDUCATION PROGRAM RELATED TO TERRORISM OR EMERGENCY RESPONSE:

Prepares and maintains department's emergency preparedness and response plan, particularly related to terrorism;
Assist in the assessment of local public health emergency preparedness and response capabilities and insure deficiencies are addressed in a plan;
Act as liaison with local emergency planning and response partners, serve on committees and attend local, regional and state meeting;
Assist the Nursing Division with Emergency Department surveillance as mandated by the NYSDOH and follow-up on any suspicious disease clusters;
Develop a plan for receiving, storing, repackaging and distributing the National Pharmaceutical Stockpile and other pharmacy and supply items during a bioterrorism event;
Prepares a response plan which includes educational components involving staff, hospital staff, emergency responders and county government officials; recommend changes in the plan or its execution as needed;
Reviews legal releases governing inter-agency and inter-county mutual assistance during a public health emergency.
Establishes methods for inter-agency communication during a public health emergency, including the use of short-wave radio, cellular and hard-wired telephone, computer and/or other communication devices.

Last Reviewed: n/a
Last Updated: n/a
Reviewed By: n/a
Last Reallocated: n/a

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Class Title:

PUBLIC HEALTH EDUCATOR II

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles and practices related to public health education;
Thorough knowledge of federal, state and local laws, rules and regulations related to public health education;
Good knowledge of public information and public relations techniques;
Good knowledge of community organizations and service providers;
Ability to administer a grant program involving multiple funding providers;
Ability to plan, organize, coordinate, administer and evaluate the effectiveness of program plans and provision of services related to public health education;
Ability to formulate a local government needs assessment for program areas;
Ability to prepare budgets, operating reports and a variety of other reports relative to program activities;
Ability to deal effectively with the public;
Ability to prepare and deliver presentations in a clear, concise and articulate manner;
Ability to understand and interpret complex oral instructions and/or written directions;
Ability to establish and maintain effective working relationships with others;
Ability to communicate effectively both orally and in writing;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A)** B.S./B.A in Health Education. Education, Nursing or Community Health or related field and with one (1) year of experience in related field or a Public Health area, **OR**
- (B)** Graduation from a New York State registered or regionally accredited school of nursing with one (1) year of experience in related field or a Public Health area.

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENT: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.